



PUBLIC NOTICE

01-3

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA

Brenda K. Argoe, Clerk of Court



TO: Practitioners/Constituents

SUBJECT: Court Copy Service

DATE: February 23, 2001

West Coast Copy, Inc. notified the Administrative Office of the U. S. Courts that they were canceling their contract to provide copies requested from this court **effective February 16, 2001**. After that date, copy requests should be made to: Copy Pickup, Inc., 1100 Laurel Street, Columbia, SC 29201. Their telephone number will be (803) 799-4691 and the fax number will be (803) 252-2431.

The contractor will be on-site at the court between 10:00 a.m. and 2:00 p.m. each business day.

All copy requests must be in writing either by mail to Copy Pickup, at the Intake window of the U.S. Bankruptcy Court in Columbia, S.C., or by fax to Copy Pickup. The numbers to contact Copy Pickup involving copy request information are listed above.

Those persons turning in orders for copies at the Intake window of the U.S. Bankruptcy Court in Columbia, S.C., should review the file and paper clip the documents of which they request copies. Doing this at the time of the request will permit the copy service to more quickly and accurately fill the request. Your consideration of this request is appreciated.

The contract provides the following time frames for Copy Pickup to furnish the requested copies:

Non-Rush

- a. For requests made at the public counter in the clerk's office for 50 pages or fewer, within 8 working hours.
- b. All other requests, within 1 working day after receipt of the request or, in the case of archived records, within 1 working day after the clerk delivers the record to the copy service (NOTE: Archived records must be retrieved from Atlanta, Georgia, which typically requires 7 days)

Rush

- a. Requests of greater than 50 pages must be completed within 6 working hours or less (during the copy services' and clerk's office business hours) from receipt of the request.

The contract provides for the following charges:

Per Page Copy	\$ 0.50
Per Document/Pleading Searched	\$10.00
Delivery of Copies Faxed Locally (Charge Per Fax)	\$ 2.00
Delivery of Copies Faxed Long Distance (Per Page Charge)	\$ 2.00
Rush Charge Per Order (In Addition to Per Page Charge)	\$10.00